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2 October 1952

MEMORANDUM FOR: Chief, Support Staff
SUBJECT : Weekly Activity Report

1. ITEMS OF ADMINISTRATIVE INTEREST

a. A reallocation of all OTR parking spaces is under way, and new parking permits will be issued on 6 October 1952.

b. Discussions were held between the Budget and Finance Officer and the Comptroller's Office, and later between the Budget and Finance Officer and DD/TR(G) on suggested revisions and amplification of narratives for FY-54 budget covering accomplishments and objectives. DD/TR(G) has agreed that the Plans and Policy Staff will rewrite these narratives and has set a deadline of 3 October for their completion.

c. A comparison of OTR courses for FY-52 and FY-53 has been prepared in support of the budget.

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Admin. Officer, OTR

25 YEAR RE-REVIEW

~~SECRET~~